

ARTICLE 16  
SECTION 5

FRAUDULENT/ALTERED DOCUMENTS

1. GENERAL

The purpose of this section is to provide instructions regarding the actions to take when potentially fraudulent and/or altered documents are presented by the client.

2. IDENTIFICATION OF FRAUDULENT/ALTERED DOCUMENTS

Care must be taken in the evaluation of all verifications provided by the client. Each verification must be reviewed to ensure that it is consistent with prior information.

A. Birth Verification

The birth verification presented should be reviewed and compared to any previous information, application statements and case record documentation.

- 1) A certified birth record should have the official government seal of the birth place.
- 2) Most birth certificates are printed on a high quality paper that has watermarks and the border should have slightly raised print, intaglio, which is rough to the touch.
- 3) Legitimate birth certificates will never have erasures, white out marks or be altered in any manner.

B. Identification or DMV Card

The physical description and other identifying factors on the DMV Identification Card or License presented to establish identification must be compared to the person and any other documentation available.

- 1) Compare the date of birth, hair color, eye color, marital status, address, picture and signature to your observations about the person and previous documentation.
- 2) Check the card for any signs of alteration; some samples of alteration include: raised areas where the card may have been cut and pasted; overlapping print or words extending beyond the typed space; or, an unusual photo background.

C. Social Security Card

The appearance and feel of the Social Security Cards presented should be as described below.

- 1) Social Security Cards issued by Social Security Administration have raised printing,

intaglio.

- 2) The print on legitimate Social Security Cards is clear, the typing does not overlap the borders which are sharply in focus, the words "Social Security" are shaded and there are small colored dots on the paper stock of the card.

D. Alien Registration Card

The information on the Alien Registration Card should be consistent with information in the case record and should appear unaltered.

- 1) Fraudulent cards often do not have the same "A" number on the front and the back; both sides of Alien Registration Cards should be checked to ensure the numbers match.
- 2) The seal on legitimate Alien Registration cards is imprinted on the card just barely touching a portion of the left side of the person's picture.

3. ACTIONS TO TAKE

Potentially fraudulent or altered documents should not be accepted as documentation to establish eligibility. The Eligibility Technician is to take action to document the situation and to gather information for a fraud referral.

A. Analyze and Document

The ET is to examine the potentially fraudulent or altered document to determine all the specific reasons he/she believes the document is not legitimate.

- 1) An enlarged copy of the document will be made by the ET and retained in the case file.
- 2) The ET will write a complete narrative entry with specific information about the specific documentation that appeared fraudulent/altered.
- 3) The client shall be informed that the documents present are not acceptable and asked to sign a release of information so original documents can be requested.
- 4) The ET will then return the documents to the client, as there is no legal authority to confiscate personal property.
- 5) A fraud referral is to be made specifically stating the reason for suspecting the document is not valid and attaching a copy of the potentially fraudulent/altered document.